



MEMBER HANDBOOK

Tampa Bay Pride Band
& Tampa Bay Symphonic Winds

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OVERVIEW

The Tampa Bay Pride Band is a community organization of LGBTQ and ally musicians who perform in a marching band, concert band, jazz band, and chamber ensembles. The marching band performs in the Tampa Pride Parade as well as other community events, and assists other LGBA affiliate bands throughout the country. The Tampa Bay Symphonic Winds is a concert ensemble performing a wide variety of original wind band compositions, orchestral transcriptions/arrangements, and popular tunes. Tampa Bay Symphonic Winds performs at least four different concerts throughout the year.

MISSION STATEMENT

The Tampa Bay Pride Band, which includes a marching band and color guard, the Tampa Bay Symphonic Winds concert band, and chamber ensembles, welcomes LGBTQIA musicians and their allies to present and promote music of the highest artistic quality in service to the Tampa Bay community.

DIVERSITY STATEMENT

The Tampa Bay Pride Band and Tampa Bay Symphonic Winds are committed to maintaining a community which recognizes and values the inherent worth and dignity of every person. We embrace tolerance, sensitivity, understanding, and mutual respect among our members. We encourage each individual band member to strive to reach their own potential. The Tampa Bay Pride Band and Tampa Bay Symphonic Winds prohibit discrimination against any member of the band community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The Board of Directors are fully committed to these ideals and regulations, and every participant and volunteer in our program are expected to embrace them as well.

BAND POLICIES

GENERAL POLICIES

1. Membership in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds is open to individuals 18 years of age or older. Participation is open to interested members of the community who meet this requirement, as established by the Board of Directors.
2. We are a non-audition group and are open to all backgrounds and ability levels.
3. Community members electing to participate in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds must adhere to the policies set forth in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds Band Member Handbook.
4. All applicable federal and state laws shall be followed.
5. Band members are responsible for paying the appropriate membership dues by the deadline as communicated by the Executive Board, and hardship situations shall be brought directly to the attention of the Artistic Director(s) and/or the Board of Directors (see: Fees).

PERFORMING ORGANIZATIONS

1. The Tampa Bay Symphonic Winds is a concert band composed of community musicians of all ability levels. The ensemble annually presents a series of formal concerts following weekly rehearsals. The concert band repertoire includes a wide variety of original wind band compositions, orchestra transcriptions/arrangements, and light, thematic, popular tunes.

2. The Tampa Bay Pride Band is a marching band composed of community musicians of all ability levels. Membership includes wind players, a drumline, and color guard. The band is showcased during the Tampa Pride Parade, and members of the organization may choose to represent the Tampa Bay Pride Band at St. Petersburg and Orlando Pride events. In addition to this, members may be asked to perform at sponsorship and fundraising events.
3. The Tampa Bay Pride Jazz Band is a jazz ensemble composed of community musicians of all ability levels. The Jazz Band performs at the organization's concerts as well as at other gigs and events throughout the Tampa Bay area.
4. The Chamber Ensembles may perform at some concerts with the Tampa Bay Symphonic Winds. They may also perform at some sponsorship and fundraising events.

ETIQUETTE

1. The general member works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band, the Tampa Bay Symphonic Winds and its subsidiaries.
2. Band members shall prepare music ahead of time (outside of the regular ensemble rehearsal) and attend rehearsals with their assigned music and a pencil.
3. Music stands are frequently provided but some circumstances will require the member to have his or her own music stand. Music lyres must be purchased by each member as needed for marching band.
4. Members are responsible for printing their own sheet music parts provided digitally by the music librarian, or bringing a means to view the parts digitally to rehearsal and concerts (i.e. iPad or other tablet).
5. Band members shall make every effort to assist with setup and tear down of rehearsals and performances by setting up and putting away their own chair and stand (at the very least).
6. Band members shall behave in a professional manner at all rehearsals and events by using respectful language, maintaining a positive attitude, and treating the Artistic Directors, Board of Directors, and other members with respect and courtesy at all times. This includes representing the band responsibly on social media and intra-band communications.
7. Members shall attend all rehearsals and performances as able and communicate absences and availability to the appropriate Section Manager.
8. There shall be zero tolerance of sexual harassment, intimidation or other negative behaviors.
9. A member in good standing can ask for a leave of absence by reporting to their section manager. The section manager will then let the Board of Directors know about the length of the leave and the reason.
10. By participating in any Tampa Bay Pride Band and Tampa Bay Symphonic Winds performance or rehearsal, a member or guest performer consents to the release of audio/video media, which may contain their likeness and performance.
11. It is acceptable for a General Member to help fellow section members by pointing out missed accidentals, key signatures, missed entrances or missed rests. However, any concerns this member has about the skills or quality of play of other band members should be reported to Section Manager or the Artistic Director and not the individual in question.
12. Any changes to a member's legal name, email address, physical address and telephone number should be communicated by that member to the Secretary as soon as possible.
13. All members are required to complete a registration form when they first join the band as well as annually before each season.

ATTENDANCE

1. Band members are expected to attend all rehearsals and performances.
2. Band members are expected to report promptly at least 15 minutes prior to the start of rehearsal and with their instruments in good playing condition.
3. Regular rehearsals start promptly at 7:00 p.m. and end at approximately 9:00 p.m.
4. Members will report their presence at each rehearsal to the appropriate section manager. In the event of their absence, members will report to another board member.
5. Weather, emergency cancellations, or any change in venues, times, or dates will be communicated prior to 3:00 p.m. that day through email. If the school district or other venue for the location of a rehearsal is closed, the rehearsal will be canceled.
6. Band members expecting to be absent from a rehearsal, tardy to a rehearsal, or who plan to leave a rehearsal early are expected to notify their section manager in advance. Attendance is important and shows respect for other members of the band. Notification of absence can be done through an in-person conversation, text message, phone call, or email.
7. Band members should make every effort to attend band rehearsals and performances, however, as a community band we understand that things can happen that are out of our control. The Board of Directors make every effort to be flexible and understanding about external conflicts, but they reserve the right to remove a band member from a performance due to low attendance.
8. A band member missing any dress rehearsal will not be allowed to play at the concert unless approved by the Artistic Director. Missing a concert or dress rehearsal without cause approved by the Artistic Director and/or Board of Directors is grounds for expulsion.

ATTIRE

Attire for performances with the Tampa Bay Pride Band and Tampa Bay Symphonic Winds is as follows:

1. The Tampa Bay Pride Band marching attire consists of solid black bottoms, black shoes, and the black TBPB t-shirt provided by the organization.
2. The Tampa Bay Symphonic Winds attire consists of concert black: black shoes, black socks, black pants, a black belt, and a white tuxedo shirt with a black jacket and black bow tie. Optional "concert black" clothing includes black blouses, black cummerbunds, black dresses, black skirts, and black vests.
3. There are special performance events where attire will be different or embellished as directed by the Artistic Director.
4. Examples of approved attire available at request. Please see a Board member if you have any questions.

FEES

1. A membership fee of \$50.00 per semester (Fall and Spring) is collected from every band member that participates in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds by the Treasurer. Fees help cover rental space and other operational expenses. Band members are entitled to a receipt of this transaction upon request. Membership fees are due on or before the 3rd rehearsal.
2. In addition to the membership fee, all Tampa Bay Pride Band members participating in the marching band are required to pay an additional t-shirt fee. The amount of the t-shirt is dependent on external factors and will be announced prior to the date of purchase, which can be found on the website. Paying this fee covers one parade t-shirt for the band member. Band members who own a parade t-shirt from a previous year that matches the current version will be exempt from paying

this fee, contingent on wearing shirt to the parade. Players without a shirt must purchase one on the day of the parade.

MINORS

A minor is considered anyone that is under the age of 18. In order to participate in Tampa Bay Pride Band or Tampa Bay Symphonic Winds the minor and parent/guardian must complete and sign the Minor Participation Form. Once the form is complete and signed, minors will abide by the same standards, policies and procedures outlined in the Tampa Bay Pride Band/Tampa Bay Symphonic Winds Handbook under General Membership. Minors will pay a membership fee of \$25.00 per semester (Fall and Spring).

LOSS OF MEMBERSHIP

1. In the event a general member fails to meet expectations as set forth in this handbook and/or can no longer work productively with the Artistic Director(s), Executive Board of Directors, and or other general members, they shall be asked to leave the group or be expelled at the discretion of the Board of Directors.
2. Any member who defames or demeans Tampa Bay Pride Band and Tampa Bay Symphonic Winds while in uniform or while otherwise representing Tampa Bay Pride Band and Tampa Bay Symphonic Winds, or behaves in a manner deemed by the Membership Committee or the Board of Directors to be harmful to Tampa Bay Pride Band and Tampa Bay Symphonic Winds or its members, may be permanently expelled by the Board of Directors.
3. Automatic loss of membership occurs under the following circumstances:
 - If a member has been absent for more than 1/3 of the rehearsals without prior approval of the Artistic Director.
 - If a member misses a dress rehearsal or performance without extenuating circumstances approved by the Artistic Director
 - Failure to pay dues within two weeks of being given notice of failure to pay unless the Artistic Director and/or Board of Directors finds extenuating circumstances excusing payment
 - If an individual engages in sexual harassment, intimidation or other negative behaviors
4. Upon resignation or leave of absence, all Tampa Bay Pride Band and Tampa Bay Symphonic Winds-owned materials, music, and equipment must be returned.
5. Dues will not be refunded in whole or in part to any member dropped from active status for any of the above reasons.

SEXUAL HARASSMENT AND BULLYING

Tampa Bay Pride Band and Tampa Bay Symphonic Winds is committed to providing a space where its members can have a safe and enjoyable time as we gather for musical and social purposes. Because Tampa Bay Pride Band and Tampa Bay Symphonic Winds is, in part, a social organization, we recognize the right of members to associate and form relationships freely. To protect the personal dignity of our members, sexual harassment of other members at Tampa Bay Pride Band and Tampa Bay Symphonic Winds functions is strictly prohibited.

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors that either create a hostile environment or are made a condition for participation in Tampa Bay Pride Band and Tampa Bay Symphonic Winds, either implicitly or explicitly. Behaviors that may constitute sexual harassment include, but are not limited to:

- Intentional touching, patting, or hugging

- Propositions or pressure to engage in sexual activity
- Gratuitous comments of a sexual nature
- Persistent, unwanted sexual or romantic attention
- Obscene gestures
- Inappropriate sexual graffiti, pictures, or other visual media “Unwelcome” and “inappropriate” are defined by the receiving party.

If the initiator of a comment or action is unsure whether it is unwelcome or inappropriate, it is incumbent upon that individual to ask the other party before making the comment or taking the action.

Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators. It is abusive conduct that is:

- Threatening, humiliating, or intimidating, or
- Work interference — sabotage — which prevents work from getting done, or
- Verbal abuse

Tampa Bay Pride Band and Tampa Bay Symphonic Winds functions include, but are not limited to rehearsals, sectionals, performances, fund-raisers, retreats, social events, and transportation to and from any of the above. In addition, actions or comments made while using any Tampa Bay Pride Band and Tampa Bay Symphonic Winds resource, such as the website or mailing lists, fall under the scope of this policy.

Procedure:

If an individual feels that they have been harassed, then they should speak to a Board member as soon as possible. The individual should provide a written, dated, and signed account of the incident that includes the names of any witnesses. It is then the Board’s responsibility to arrange an interview with the member accused of harassment within 30 days of receipt of the report.

Disciplinary actions in order of severity are:

- Verbal warning
- Written Warning
- Suspension for a rehearsal season
- Expulsion from the bands

If, in the opinion of the Board, a first-time offense is particularly egregious, lesser disciplinary actions may be waived and suspension or expulsion initiated.

Remember:

- If you wouldn’t do it or say it in front of your spouse, don’t do it or say it.
- If you would object to someone doing it or saying it to your child, don’t do it or say it.
- If you wouldn’t want to read about it in the local newspaper, don’t do it or say it.
- If you witness conduct that falls into these categories, stop it and report it.
- If you’re the victim of conduct that falls into these categories, report it.
- There is no such thing as a minor complaint.

BAND LEADERSHIP

The Tampa Bay Pride Band and Tampa Bay Symphonic Winds is managed by its members on a volunteer basis through the Artistic Director, an elected Board of Directors, an appointed Executive Director, and appointed Section Managers. There are many opportunities for band members to get involved in the

management of the band's operations, concerts, and other events. We encourage everyone to share their enthusiasm, expertise, and skills. Those interested in volunteering for the Board should talk to the band President.

TERMS OF OFFICE

Each board member shall hold office for a two-year term, or until a successor has been elected and qualified to hold office. Terms of office shall start at the beginning of each fiscal year. Elections of board members and officers shall be held 4 months prior to the end of each term.

DUTIES OF THE BOARD OF DIRECTORS

In addition to general membership duties, each member of the Board of Directors is responsible for certain areas of related band activities. Band members desiring assistance or wishing to help are encouraged to contact the leadership member directly concerned. The following paragraphs describe the areas of responsibility that each board member has as related to the band.

ARTISTIC DIRECTOR

The founding artistic director(s) shall correspond with each other (as applicable) to create and design programs and select music for all aspects of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds. The founding artistic shall correspond with the Board of Directors, and report to the Board dates and events of upcoming music functions. The founding artistic director(s) shall submit a wish list of items to the Board as necessary. The founding artistic director(s) shall preside alongside the President at all Board and general meetings. The founding artistic director(s) is a board member(s) by virtue of their position. In addition to this, the founding artistic director(s) retain veto power over initiatives, retain the right to ask for removal of members and board members who are not fulfilling their responsibilities as a member or board officer, appoint section managers, and appoint replacement directors upon resignation. The founding artistic director(s) must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member. The founding artistic director shall recuse themselves only from voting on the line item pertaining to their stipend.

ASSISTANT ARTISTIC DIRECTOR

The Assistant Artistic Director shall work in collaboration with and under the guidance of the Artistic Director(s) to support the creation, design, and implementation of programs and repertoire for all aspects of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds. The Assistant Artistic Director shall assist in researching, organizing, and preparing music selections and program materials as requested by the Artistic Director(s). The Assistant Artistic Director shall correspond regularly with the Artistic Director(s) and, when appropriate, assist in communication with the Board of Directors regarding upcoming performances, rehearsals, and musical initiatives. The Assistant Artistic Director may assist in presenting reports or updates to the Board as directed by the Artistic Director(s). The Assistant Artistic Director shall aid in preparing wish lists, music acquisitions, and other artistic needs for submission to the Board. They may also support logistical planning related to concerts, rehearsals, special projects, and pride events. The Assistant Artistic Director shall attend Board meetings, Artistic Team meetings, and general meetings as appropriate or as requested by the Artistic Director(s) but does not hold voting rights unless separately appointed to the Board. The Assistant Artistic Director shall not retain independent veto power or authority over board actions. The Assistant Artistic Director may assist in coordinating section managers, conductors, or guest artists, but all final appointments, removals, or decisions remain the responsibility of the Artistic Director(s). The Assistant Artistic Director is expected to attend rehearsals and performances as able, providing musical and organizational support. They must communicate their availability and any absences to the Artistic Director(s) and appropriate Board member. The Assistant

Artistic Director shall perform additional duties as assigned by the Artistic Director(s) to ensure the successful execution of the organization's artistic vision.

ASSISTANT ARTISTIC DIRECTOR — JAZZ BAND

The Assistant Artistic Director — Jazz Band shall work in collaboration with and under the guidance of the Artistic Director(s) to support the creation, design, and implementation of programs and repertoire for the Jazz Band of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds. The Assistant Artistic Director — Jazz Band shall assist in researching, organizing, and preparing jazz repertoire, charts, program materials, and performance concepts as requested by the Artistic Director(s). The Assistant Artistic Director — Jazz Band shall correspond regularly with the Artistic Director(s) and, when appropriate, assist in communication with the Board of Directors regarding upcoming jazz performances, rehearsals, musical initiatives, and related artistic needs. The Assistant Artistic Director — Jazz Band may assist in presenting reports or updates to the Board as directed by the Artistic Director(s). The Assistant Artistic Director — Jazz Band shall aid in preparing wish lists, music acquisitions, instrumentation needs, guest artist recommendations, and other artistic needs related to the Jazz Band for submission to the Board. They may also support logistical planning related to jazz concerts, rehearsals, outreach events, special projects, and pride events. The Assistant Artistic Director — Jazz Band shall attend Board meetings, Artistic Team meetings, Jazz Band rehearsals, and general meetings as appropriate or as requested by the Artistic Director(s), but does not hold voting rights unless separately appointed to the Board. The Assistant Artistic Director — Jazz Band shall not retain independent veto power or authority over Board actions. The Assistant Artistic Director — Jazz Band may be removed by the Artistic Director(s) for any reason at any time. The Assistant Artistic Director — Jazz Band may assist in coordinating section managers, conductors, rhythm section needs, soloists, or guest artists for the Jazz Band, but all final appointments, removals, or decisions remain the responsibility of the Artistic Director(s). The Assistant Artistic Director — Jazz Band is expected to attend rehearsals and performances as able, providing musical and organizational support. They must communicate their availability and any absences to the Artistic Director(s) and appropriate Board member. The Assistant Artistic Director — Jazz Band shall perform additional duties as assigned by the Artistic Director(s) to ensure the successful execution of the organization's artistic vision for the Jazz Band.

ASSISTANT ARTISTIC DIRECTOR — MARCHING BAND

The Assistant Artistic Director — Marching Band shall work in collaboration with and under the guidance of the Artistic Director(s) to support the creation, design, and implementation of programs, repertoire, drill concepts, and performance plans for the Marching Band of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds. The Assistant Artistic Director — Marching Band shall assist in researching, organizing, and preparing marching band repertoire, parade materials, field or street performance concepts, and other program materials as requested by the Artistic Director(s). The Assistant Artistic Director — Marching Band shall correspond regularly with the Artistic Director(s) and, when appropriate, assist in communication with the Board of Directors regarding upcoming marching performances, rehearsals, pride events, parades, musical initiatives, and related artistic needs. The Assistant Artistic Director — Marching Band may assist in presenting reports or updates to the Board as directed by the Artistic Director(s). The Assistant Artistic Director — Marching Band shall aid in preparing wish lists, music acquisitions, instrumentation needs, equipment needs, visual coordination needs, and other artistic or logistical needs related to the Marching Band for submission to the Board. They may also support logistical planning related to rehearsals, performances, parades, community appearances, special projects, and pride events. The Assistant Artistic Director — Marching Band shall attend Board meetings, Artistic Team meetings, Marching Band rehearsals, and general meetings as appropriate or as requested by the Artistic Director(s), but does not hold voting rights unless separately appointed to the Board. The Assistant Artistic Director — Marching Band shall not retain independent veto power or authority over Board actions. The

Assistant Artistic Director — Marching Band may be removed by the Artistic Director(s) for any reason at any time. The Assistant Artistic Director — Marching Band may assist in coordinating section managers, conductors, drum majors, visual leaders, parade captains, or guest artists for the Marching Band, but all final appointments, removals, or decisions remain the responsibility of the Artistic Director(s). The Assistant Artistic Director — Marching Band is expected to attend rehearsals and performances as able, providing musical, visual, and organizational support. They must communicate their availability and any absences to the Artistic Director(s) and appropriate Board member. The Assistant Artistic Director — Marching Band shall perform additional duties as assigned by the Artistic Director(s) to ensure the successful execution of the organization's artistic vision for the Marching Band.

CHAMBER WIND COORDINATOR

The Chamber Wind Coordinator shall work in collaboration with and under the guidance of the Artistic Director(s) to manage, organize, and support small ensemble activities for the Tampa Bay Pride Band and Tampa Bay Symphonic Winds. The Chamber Wind Coordinator shall assist in identifying, forming, and coordinating chamber wind ensembles, including small woodwind, brass, percussion, mixed chamber groups, and other small ensemble configurations as appropriate. The Chamber Wind Coordinator shall help coordinate rehearsal schedules, member availability, repertoire needs, instrumentation, performance preparation, and communication among participating musicians. The Chamber Wind Coordinator may assist in researching and recommending chamber repertoire, arranging performance opportunities, supporting outreach events, and preparing ensemble materials as requested by the Artistic Director(s). The Chamber Wind Coordinator shall correspond regularly with the Artistic Director(s) and, when appropriate, assist in communication with the Board of Directors regarding chamber ensemble activities, performance requests, scheduling needs, and related artistic or logistical matters. The Chamber Wind Coordinator may assist in presenting reports or updates to the Board as directed by the Artistic Director(s), but does not hold voting rights unless separately appointed to the Board. The Chamber Wind Coordinator shall not retain independent veto power or authority over Board actions. The Chamber Wind Coordinator may be removed by the Artistic Director(s) for any reason at any time. All final artistic decisions, ensemble approvals, appointments, removals, repertoire selections, and performance commitments shall remain the responsibility of the Artistic Director(s). The Chamber Wind Coordinator shall perform additional duties as assigned by the Artistic Director(s) to support the successful execution of the organization's artistic vision for small ensemble programming.

EXECUTIVE DIRECTOR

Reports To: Board of Directors

Position Summary

The Executive Director (ED) serves as the chief administrator of the Tampa Bay Pride Band, a non-profit community music ensemble. This leadership role is responsible for managing the organization's day-to-day operations, coordinating logistics, overseeing financials, ensuring effective communication, and driving long-term sustainability. Working closely with the Board of Directors, the Artistic Director, and volunteers, the ED supports the creative and operational success of the band while strengthening its community presence. The Executive Director reports to the Board of Directors.

Key Responsibilities

1. Operations & Logistics

- Book rehearsal and performance venues; coordinate logistics including stage layouts, lighting, and sound requirements.
- Manage the master calendar of rehearsals, concerts, and events.

- Support rehearsals and performances by ensuring smooth execution of technical and spatial needs.

2. Financial Oversight & Grants

- Collaborate with the Board Treasurer to track expenses and revenue.
- Ensure spending remains within the approved budget and pursue revenue opportunities to meet or exceed financial goals.
- Identify, write, and submit grant applications to support programming and operational funding.

3. Marketing & Public Relations

- Develop and implement marketing strategies including email campaigns, concert announcements, and community outreach.
- Design or coordinate the production of all promotional and performance materials (posters, programs, ticketing graphics, QR codes, slideshow visuals, etc.).
- Manage the concert ticketing platform, including setup, sales tracking, and volunteer coordination for front-of-house needs.
- Represent the band at external events or coordinate in-person marketing efforts (e.g., FMEA, festivals, or community booths).

4. Communications & Membership

- Serve as the primary point of contact via the band's email inbox, responding to inquiries from members, the public, and partnering organizations.
- Maintain and update the band's website with upcoming events, membership info, and public content.
- Manage the shared Google Calendar and collaborate with the Secretary to track membership data throughout the season.
- Work with the Librarian to ensure digital sheet music is uploaded and accessible to members.

5. Contract & Administrative Management

- Prepare, send, and manage contracts for guest performers and service providers on behalf of the organization.
- Maintain organizational records and assist with general administrative tasks.
- Complete additional assignments as requested by the Board of Directors.
- Prepare reports and updates for Board meetings, including financials, program outcomes, and operational updates.
- Assist in recruiting, onboarding, and orienting new Board members as needed.
- Ensure compliance with bylaws and maintain up-to-date documentation of governance materials.
- Ensure compliance with all local, state, and federal nonprofit regulations and reporting requirements (e.g., annual IRS filings, charitable solicitation registrations).
- Maintain insurance coverage, vendor agreements, and documentation to mitigate organizational risk.

PRESIDENT

The President shall chair the Board of Directors and meetings of the members and execute the functions of the office as determined by the Board of Directors. The President works directly and in a positive manner with the founding artistic director(s) in supporting and implementing all components of the founding artistic directors' visions for the Organization. The President serves as the chief executive officer

of the Organization and has general supervision, direction and control over the affairs of the Organization and over its officers. The President will develop procedures for the board on matters of materials, communication protocol, and meeting responsibilities. The President shall correspond with and report to the Board dates and events of up-coming music functions. The President shall correspond with and report to the Board dates and events of up-coming music functions. The President provides leadership and direction to all activities of the Organization, the Board, and all committees. The President serves as an ex-officio member of all committees. The President will provide oversight, guidance, and support to the Board and all committee chairs in the performance of their duties. The President determines organizational goals and priorities. The President, where appropriate, shall represent the Organization to the public and other Organizations or ensure that such representation occurs. The President shall preside alongside the founding artistic director at all Executive Board and general meetings. The President must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member. In the event the President fails to meet these expectations and/or can no longer work productively with the founding artistic director(s), the President shall resign from the board effective immediately.

VICE PRESIDENT

The Vice President shall exercise the functions of the President in the absence of or at the request of the President and execute the functions of the office as determined by the Board of Directors. The Vice President also shall become President in the event the office of President becomes vacant. The Vice President works directly and in a positive manner with the founding artistic directors in supporting and implementing all components of the founding artistic directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Vice President operates under the general direction of the founding artistic director and President and works with the President on any

Organization project. The Vice President advises the President on the status of programs planned and in process. The Vice President assists the President in performance of prescribed duties and carries out miscellaneous functions as directed by the President. The Vice President advises the President on matters requiring consultation. The Vice President serves as liaison to committee chairs as assigned by President and serve as Chair of at least one committee/event. The Vice President maintains position descriptions of Executive Board. The Vice President

develops and implements programs to recruit new members. The Vice President attends and, in the absence of the President, assumes presidential responsibilities and act as presiding officer over all Executive Board meetings, rehearsals, and performances of the Tampa Pride Band and its subsidiaries. The Vice President coordinates monthly meetings with the Section Managers. The Vice President must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member. In the event the Vice President fails to meet these expectations and/or can no longer work productively with the founding artistic director(s), the Vice President shall resign from the board effective immediately.

TREASURER

The Treasurer shall ensure that appropriate financial books and records are kept, shall present accountings when requested by the Board of Directors, and execute the functions of the office as determined by the Board of Directors. The Treasurer works directly and in a positive manner with the Board founding artistic directors in supporting and implementing all components of the founding artistic directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Treasurer operates under the general direction of the founding artistic director and President and in accordance to the Organization's cash management policies and procedures. The Treasurer shall ensure transactions are properly recorded and that supporting documents are present and correct. The Treasurer carries out routine calculations,

reconciliations and bank transactions. The Treasurer records daily business transactions in the accounting cycle. The Treasurer shall ensure that accurate documentation of records is kept and available for review and/or audit always. The Treasurer prepares an annual budget, periodic reports and report to the board meetings the financial status of the Organization to ensure checks and balances. The Treasurer is also responsible for distributing four quarterly statements to the Board, making payment on outstanding bills, organizing the upkeep of PAYPAL, and providing debt list records to the Board. The Treasurer's quarterly statement should be listed on the website calendar and provided during Board meetings. Prior to Board meetings, the Treasurer will provide the treasurer report in email form to the board. The Treasurer shall maintain accurate financial records and presents a financial disclosure at all Executive Board meetings, which, when approved, are available for viewing by the general membership. The Treasurer shall collect membership dues and funds at all events, ensure that deposits are made within 48 business hours of receipt, and file all necessary financial reporting documents with the State of Florida and the IRS in compliance with federal regulations regarding 501(c)-3 Not-for-Profit Corporation Status on an annual basis. The Treasurer is responsible for preparing an annual budget. In the event the Treasurer fails to meet these expectations and/or can no longer work productively with the Board and founding artistic director(s), the Treasurer shall resign from the board effective immediately. The Treasurer shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

SECRETARY

The Secretary shall keep and publish minutes of the Board of Directors and meetings of the members of the corporation, including the Annual Meeting. The Secretary works directly and in a positive manner with the founding artistic directors in supporting and implementing all components of the founding artistic directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Secretary shall operate under the general direction of the founding artistic director and President and keeps the minutes of all Organization and Executive Board meetings. They shall work directly with the board and membership to ensure that communication is timely, clear,

and consistent. The Secretary shall serve as Chair of at least one committee/event. The Secretary shall print and publish programs and concert tickets one week prior to performances. The Secretary shall organize communications and correspondence and keeps a complete record of all initiations. The Secretary shall maintain personnel and membership records to include, but not limited to, names, instrument, home address, phone number, and email address. They shall promptly send the minutes of the previous Board meeting to all board members. Once approved, the minutes shall be available to general members upon request. The Secretary changes and records membership votes on the subject at hand. They shall send communications as requested by the Board and/or the founding artistic director(s). The Secretary shall also: send notices as required by these Bylaws; keep a roster of the members; maintain and update calendar; keep a roster of the Board of Directors and officers; keep records of the dates upon which each member of the Board of Directors and each officer was elected and the dates upon which their terms expire; and execute the functions of the office as determined by the Board of Directors. The Secretary is responsible for all mass communication relating to the Organization such as, but not limited to, weekly post cards, newsletters, and concert bulletins. The Secretary aids the Webmaster. The Secretary shall establish communication links and contacts for communicating information and event specifics to the general community, news outlets, social media, etc. The Secretary will be responsible for sending out thank you letters and other correspondences when necessary. The Secretary shall take attendance at Board Meetings. In the event the Secretary fails to meet these expectations and/or can no longer work productively with the founding artistic director(s), the Secretary shall resign from the board effective immediately. The Secretary must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

LIBRARIAN

The Librarian works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Librarian shall operate under the general direction of the Band Director and President and shall be responsible for distributing music and collecting music from the band members. The Librarian will preserve the original score and original parts for all instruments. The Librarian will organize the storage of all music and maintain an accurate catalogue of all music in the library. In the event the Librarian fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), the Librarian shall resign from the board effective immediately. The Librarian shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

SOCIAL MEDIA DIRECTOR

The Social Media Director operates under the general direction of the Band Director and President. The Social Media Director is responsible for creating, maintaining, and updating mass communication and relevant information relating to the Organization via social media. The Social Media Director shall aid the Secretary in distributing information to the association via social media as needed or requested. In the event the Social Media Director fails to meet these expectations and/or can no longer work productively with the Artistic Director(s), the Social Media Director shall resign from the board effective immediately. The Social Media Director shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

GRANT COORDINATOR

The Grant Coordinator works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Grant Coordinator shall operate under the general direction of the Band Director and President. The Grant Coordinator is responsible for searching for, applying for, and motioning for grant opportunities. The Grant Coordinator is permitted to form a committee which provides direct assistance to searching and applying for grants. In the event that they do so, the Grant Coordinator shall act as Chair of such committee. In addition, the Grant Coordinator shall be responsible for the safekeeping of detailed grant records. The Grant Coordinator is responsible for maintaining Maintain all records required for verifying grant compliance with all required agencies and organizations. The Grant Coordinator will aid the Treasurer in the upkeep of the organization's 501c3 status. In the event the Grant Coordinator fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), the Grant Coordinator shall resign from the board effective immediately. The Grant Coordinator shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

RECRUITMENT COORDINATOR

The Recruitment Coordinator works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Recruitment Coordinator shall operate under the general direction of the Band Director and President and shall be responsible for recruiting new members. The Recruitment Coordinator will work closely with the Artistic Director to fill any vacancies in sections as needed. In the event the Recruitment Coordinator fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), the Recruitment Coordinator shall resign from the board effective immediately. The Recruitment Coordinator shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

WEBMASTER

The Webmaster works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Webmaster shall operate under the general direction of the Band Director and President and shall serve as an editor to the organization website. In the event the Webmaster fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), the Webmaster shall resign from the board effective immediately. If the Webmaster is an instrumentalist, the Webmaster shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

MEMBER AT LARGE

The Member at Large works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Member at Large shall operate under the general direction of the Band Director and President and shall serve as a representative of the membership as a whole. The Member at Large acts as liaison between membership and the executive board for matters including suggestions and grievances. The Member at Large shall voice the membership's questions and concerns to the board at board meetings, via email, or other forms of communication as needed. The Member at Large serves as liaison to committee chairs as assigned by President and serve as Chair of at least one committee/event. In the event the Member at Large fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), she/he shall resign from the board effective immediately. The Member at Large shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

SECTION MANAGERS

Section managers work directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. Section Managers will have monthly meetings coordinated by the Vice President. Section Managers will be responsible for communication. Section Managers will be responsible for assigning parts to their section members. Section managers should maintain a record of contact information for all section members, including current and former members. They shall maintain a positive working relationship with all section members, communicate with section members weekly via text/email/social media/etc. to encourage attendance, and reinforce preparation for rehearsals. Section Managers shall communicate musical and attendance issues within their section to the Artistic Director(s). Section Managers will work with the Artistic Director to maintain the number of participants within each section to maintain the quality of instrumentation with the overall band. In the event the Section Manager fails to meet these expectations and/or can no longer work productively with the Artistic Director(s), the Section Manager shall resign from the position effective immediately. They shall attend all rehearsals and performances as able and communicate absences and availability to the appropriate Board member.

AWARDS

TRIPLETT-ROSA & DAVIS MEMBER OF THE YEAR

Every year the Board shall nominate general members to receive the Triplett-Rosa & Davis Member of the Year Award. This award was created in honor of David Triplett-Rosa and John Davis, who are both founding members and Artistic Directors of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds. After a

final, majority vote by the Board of Directors, the award is given each year to the general member who has exhibited outstanding service to the Organization.

SECTION OF THE YEAR

Each year the Board of Directors also awards a Section of the Year award to an outstanding section that has exemplified the highest level of musicianship.